

AR14 - APPROVE COLLECTION - BILLED AR

Source Document: Departments Payment Batch Header
Report of Deposit Form and
Supporting Documents

Module: Accounts Receivable (AR)

Roles: AR Payment Approver

In training course, AR12 Record Collection-Billed AR (Bank Deposit), the Department of Finance AR Payment Processor prepared a **Payment Batch Header** to document details of customer payments. Now the AR Payment Approver will receive the Payment Batch Header and supporting documents to review and approve the transaction. The Payment Batch Header below shows two billed receipts: \$200 that was applied using Payment Predictor and \$300,000 that was applied using the Worksheet Application.

In this course, the AR Payment Approver will finalize the worksheet created by the AR Payment Processor to record the \$300,000 payment.

DEPARTMENT OF FINANCE PAYMENT BATCH HEADER														
						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">DEPOSIT ID #</td> <td style="text-align: right;">486</td> </tr> <tr> <td>BATCH TOTAL</td> <td style="text-align: right;">300,200.00</td> </tr> <tr> <td>BATCH COUNT</td> <td style="text-align: right;">2</td> </tr> <tr> <td>FM</td> <td style="text-align: right;">Apr-10</td> </tr> </table>	DEPOSIT ID #	486	BATCH TOTAL	300,200.00	BATCH COUNT	2	FM	Apr-10
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Pmt #	AMOUNT	TYPE	Inv No.	PAYMENT PREDICTOR ?	FY	REPORTING UNIT								
1	200.00	REVENUE CALSTARS TRAINING INV #CS-XXXX	CS-8267	<input checked="" type="checkbox"/>		(Per AR Set-Up Coding to account 4172500 misc revenue)								
2	300,000.00	REIMBURSEMENT INV #	CALS201508	<input type="checkbox"/>		(Per AR Set-Up Coding for reimbursement accounts: 4810, 4820, 4830, 4840, 4850)								
300,200.00														
300,200.00 Total Deposit														
AR Payment Processor Notes:														
BANK ACCT 244 (Use Department's account outside the CTS)														
Set up on Payment Tab: Check, Check, GEN CASH														
<div style="display: flex; justify-content: space-between;"> <div> Validation after posting and AR module has been batch processed: AR > Payments > Review Payments > Incomplete Payments Note: any incomplete item listed must be researched and resolved in the AR Module </div> <div style="width: 30%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Bank Deposit Slip #</td> <td style="text-align: right;">1244000300</td> </tr> <tr> <td>Bank Deposit Date</td> <td style="text-align: right;">4/12/2016</td> </tr> <tr> <td>Remittance Number</td> <td></td> </tr> <tr> <td>Remittance Date</td> <td></td> </tr> </table> </div> </div>							Bank Deposit Slip #	1244000300	Bank Deposit Date	4/12/2016	Remittance Number		Remittance Date	
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AR Payment Processor						DATE								
AR Payment Approver						DATE								
Remittance Processor						DATE								

Useful information such as bank deposit slip number and date are included on this form.

The **AR Payment Approver** will Apply Payments and Finalize the Worksheet. Steps are:

- 1** - Enter your Business Unit;
- 2** - Enter the Deposit ID
- 3** - Click Search

Accounts Receivable > Payments > Apply Payments > Finalize Worksheet

Finalize Payment Worksheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Deposit Unit:	1	= ▼	8860	
Deposit ID:	2	begins with ▼	486	
Payment Sequence:		= ▼		
Payment ID:		begins with ▼		
Payment Status:		= ▼		▼
User ID:		begins with ▼		
Assigned Operator ID:		begins with ▼		
Payment Predictor Method:		begins with ▼		
Accounting Date:		= ▼		

☐ Case Sensitive

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Search Clear Basic Search Save Search Criteria

From the Search Results, click on the Payment Sequence:

Search Results

View All

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Currency	Payment Status
8860	486	1	DOF201508	300000.00	USD	Applied
8860	486	2	CS-8267	200.00	USD	Applied

Click on Worksheet Selection:

Payment Worksheet Action

Deposit Unit: 8860 Deposit ID: 486 Payment ID: DOF201508

Entered Date: 04/12/2016 Status: Do Not Post

Worksheet Action

Delete Worksheet

Delete Payment Group

Posting Action

Action: Do Not Post ▼ OK

Accounting Entry Action

Create/Review Entries

Worksheet Selection

Worksheet Application

Worksheet Action

The **AR Payment Processor** will review information on the Payment Worksheet Selection:

Payment Worksheet Selection

Deposit Unit:	8860	Payment ID:	DOF201508	<input type="checkbox"/> Payment Predictor
Deposit ID:	486	Payment Amount:	300000.00 USD	
Deposit Status:	Partially Applied	Payment Status:	Applied	

Customer Criteria

Customer Criteria:	Customer Reference		Find View All	First 1 of 1
None	Customer ID:	Business Unit:		
	SubCustomer 1:	SubCustomer 2:		
	Name:			
	Remit SetID:	Remit From ID:		
	Corporate SetID:	Corporate ID:		
	MICR ID:	Link MICR		

Reference Criteria

Reference Criteria:	Item Reference				Personalize Find View All	First 1 of 1 Last
Specific Value	Qual Code	Reference	To Reference	Event		
Restrict to:						
All Customers		DOF201508				

If the information on the Payment Worksheet Selection is correct, go back one step to Finalize Worksheet.

On the tool bar (as shown), click on Finalize Worksheet to view the Payment Worksheet Action screen shown below.

[Accounts Receivable](#) > [Payments](#) > [Apply Payments](#) > **Finalize Worksheet** > [Create Worksheet](#)

Payment Worksheet Action

Deposit Unit: 8860 **Deposit ID:** 486 **Payment ID:** DOF201508

Entered Date: 04/12/2016 **Status:** Do Not Post

Worksheet Action

Delete Worksheet

Delete Payment Group

Posting Action

Action: Do Not Post ▼ OK

Accounting Entry Action

Create/Review Entries

Worksheet Selection

Worksheet Application

Worksheet Action

Save

Return to Search

Previous in List

Next in List

Notify

The AR Payment Approver will Finalize and Approve the Worksheet. Steps are:

- 1 - Under Posting Action, click in the Action box and select Batch Standard
- 2 - Click OK
- 3 - Click Save
- 4 - Click Next in List to finalize and approve additional payments in the deposit

Payment Worksheet Action

Deposit Unit: 8860 Deposit ID: 486 Payment ID: DOF201508

Entered Date: 04/12/2016 Status: Do Not Post

Worksheet Action

Delete Worksheet

Delete Payment Group

Posting Action

Action: Batch Standard

Accounting Entry Action

Create/Review Entries

Worksheet Selection Worksheet Application Worksheet Action

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